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ABSTRACT

A professional development bibliography and resource guide for college administrators and student personnel workers are presented. The bibliography of over 200 publications (generally, 1966-1982) covers 18 specialty areas: admissions and records, counseling and guidance, consultation, financial aid, general reading, instruction, management, organizational development, personnel, profession, publishing, recreation, student activities, student affairs services, student development, tests and measurements, training and development. Reference lists include: professional associations, journals and newsletters, training and development programs, self-improvement guides, and career services. Major professional development activities identified through the current professional literature are also outlined under the following major headings: general activities, management skills, human relations, clerical skills, institutional activities, and general interest topics. Appended materials include a professional development curriculum planning guide/matrix (a model for developing activities), a component matrix (comparisons of existing professional development programs), and an extensive list of professional development publishers. (SW)

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Professional Development Bibliography and Resources for Collegiate Administrators and Student Personnel Workers

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Running head: PD Resources

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Abstract

The principle purpose of this investigation was to bring into existence a single comprehensive reference document, consisting of the major resource components of the process and product of Professional Staff Development (as could be identified through current Student Personnel literature). This reference document encompasses three major subdivisions, namely: professional literature (represetative of eighteen speciality areas), professional networking (composed of organizations, media, recognized instructional programs and auxiliary services), and professional developmental activities (covering numerous facets of individual interests). The main body is further reinforced with an appendix containing an exclusive Professional Development Curriculum Planning Guide/Matrix, an a extensive list of P.D. publishers. One chief aim of this document, was to provide the CSPO's and others with a easily used ready-reference guide, filled with numerous leads to data pertaining to current research, program experimentation, learning strategies, motivational topics, competency documentation, incentive plans, recognized awards systems and much, much more. Its secondary aim, was to serve as a companion resource to a previously produced document entitled, A Study and Procedural Guide to Professional Development Organization and Administrartion for Student Personnel Workers, May 1982. It is hoped that the two most significant contributions of this volume, shall be the Component Matrix (comparisons of existing PD programs) and the PD Curriculum Planning Guide/Matrix (a model for developing PD activities).

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Nebraska-Lincoln, 1976 (mimeographed). (Staff Development Systems Model)

Sullivan, G., ed. A guide to professional development opportunities for college and university administrators (seminars, workshops, conferences, internships, and fellowships - January to December 1972). New York: Management Division, Academy for Educational Development, Inc., 1972.

Thomas, G. S. Encouraging employee growth: A guide to staff relations and training. Ithaca, NY: Cornell University, undated. (Policy memoranda)

Truitt, J. W., & Gross, R. A. In-service education for college student personnel. Portland, OR: National Association of Student Personnel Administrators, Bulletin No. 1, 1966. (See also Herron, O. R., Jr.)

Welch, F. G., & Yung, K. In-service training needs of postsecondary occupational teachers in Pennsylvania. Journal of Industrial Teacher Education, 1980, 17(2), 41-45.

Williamson, E. G., & Biggs, D. A. Student personnel work: A program of development relationships. New York, NY: John Wiley, 1975.

PROFESSIONAL NETWORKS

ASSOCIATIONS:

American Association of College Registrars and Admission Officers

*American Association of Community and Junior Colleges

American College Health Association

American College Personnel Association

American College Public Relations Association

American Council on Education

American Personnel and Guidance Association

American Society of Personnel Administrators

*American Vocational Association, Inc.

Association for Measurement and Evaluation in Guidance

Association for Specialists in Group Work

*Association of College and University Auditors

Association of College and University Housing Officers

*Association of Physical Plant Administrators

College Placement Council, Inc.

*College and University Personnel Association

Council for the Advancement of Experiential Learning

Council on the Advancement and Support of Education

International Association of College and Law Enforcement Administration

National Association for Foreign Student Affairs

National Association of College Admissions Counselors

*National Association of College Auxiliary Services

*National Association of College and University

Business Officers

*National Association of Educational Buyers

National Association of Educational Office Workers

National Association of Employment Counselors

National Association of Student Financial Aid Administrators

National Association of Student Personnel Administrators

National Association of Women, Deans, and Counselsors

National Entertainment and Campus Activities Association

National Intramural Recreational Sports Association (NIRSA)

National Intramural Sports Council (NISC)

National Society for Internships and Experiential Education

National Vocational Guidance Association

Orientation Director's Conference

*The National Secretaries Association

University and College Counseling Center Directors Conference (UCCCD)

(*Applicable to the junior college environment)

JOURNALS AND NEWSLETTERS:

AAUP Bulletin

ACUHO News

Affirmative Action Registers

American School and University

Bulletin of the Association of College Unions - International

Business Officers Newsletter (NACUBO)

Chronicle of Higher Education

College and University Review

College Board Review (CEEB)

College Management

College Student Journal

Community and Junior College Journal

Counseling Psychologist

Educational Record

International Educational and Cultural Exchange

Journal of College and University Student Housing

Journal of College Placement

Journal of College Student Personnel

Journal of Employment Counseling

Journal of Student Financial Aid

Journal of the American College Health Association

Journal of NAWDAC

Measurement and Evaluation in Guidance

NACAC Journal

NAFSA Newsletter

NASPA Journal

National Directions for Community College

New Directions for Continuing Education

New Directions for Higher Education

New Directions for Institutional Research

New Directions for Student Services

Personnel and Guidance Journal

Psychology

Psychology Today

The School's Law - Newsletter

Training and Development Journal

University Guidance Quarterly

Vocational Guidance Quarterly

TRAINING AND DEVELOPMENT PROGRAMS:

Associational professional workshop series and conventions, annual schedule. APGA, NAWDS, NACAC, CASE, NACUBO, ACPA, NVGA, AVA, NAFSA, NACUFS, NASPA, AACRAO, ACUHO, NASFAA, NECAA.

ASTD professional institutes biennial schedule.

Washington, DC: American Society of Training and Development (commercial).

A guide to professional development opportunities for college and university administrators, annual schedule. Washington, DC: American Council on Education.

Calendar: A guide to meetings, conventions, seminars and travel, annual schedule. The Chronicle of Higher Education: Higher Education Management Institute.

Graduate bulletin 1981 (academic courses/program offerings). Hattiesburg, MS: University of Southern Mississippi.

Institute for administrative advancement, summer schedule. Madison, WI: University of Wisconsin.

Institute on college admissions, summer schedule. Cambridge, MA: The College Board, Harvard University.

Institute for college and university administrators, summer schedule. Washington, DC: American Council on Education.

Institute for educational management, summer schedule. Cambridge, MA: Harvard University.

Institute in executive management, summer schedule. Washington, DC: CASE.

Institute for women in higher education administration, summer schedule. Stratton, VA: HERS/Bryn Mawr.

National center for public service internship program. Scott, PA: 1978.

National institute of financial aid management, summer schedule. Duluth, MN: MAFAA/ACTP/CEEB/University of Minnesota.

Personal dynamics institute, annual schedule. Minneapolis, MN: Commercial.

President's executive interchange program. Scott, PA: 1978.

Professional development symposium, summer schedule. Macon, GA: GCPA/NASPA/Mercer University.

Professional workshop series, triennial schedule. Evanston, IL: The College Board (CEEB).

Student financial aid administrator's workshop, regional summer schedule. (Various states), NASFAA.

Student personnel institute, summer schedule. Bloomington, IL: NAWDC/ACPA/NASPA/ Indiana University.

Student personnel administrator's institute, summer schedule. Jeffersonville, VT: ACE/NASPA.

Seminars and workshops for professionals who serve adult learners, annual schedule. Lincoln, NE: Institute of Professional Development, University of Mid-America.

Training house instructional catalogue (supplemental management and supervisory department programs). Princeton, NJ: Training House (Commercial).

Teaching learning resources center (service brochure detailing faculty and administrator development workshops). Hattiesburg, MS: University of Southern Mississippi.

Undergraduate bulletin, 1981 (academic course/

program offerings). Hattiesburg, MS: University of Southern Mississippi.

SELF-IMPROVEMENT GUIDES:

A self-development process for training and development professions. ASTD Journal, 1979, 33(5), 6-12.

Institutional guide for financial aid self evaluation (2nd ed.). NASFAA, 1978.

Professional audit for admissions officers (rev. ed.). AACRAO/NACAC, 1977.

Professional audit for collegiate registrars (rev. ed.). AACRAO, undated.

USC/NECAA student activities program management - competencies manual. NECAA/USC, 1981.

CAREER SERVICES:

Career Placement Center, continuous. (APGA Guidepost and Convention).

Chronicle of Higher Education, continuous.

Educational Career Services, continuous. (American Alumni Council/review).

Higher Education Administration Referral Service, continuous. (ACE, et al.)

NASPA Showcase, special event. (NASPA Hotline bulletin, bimonthly).

MAJOR PROFESSIONAL DEVELOPMENT ACTIVITIES

(Identified Through Current Professional Literature)

GENERAL ACTIVITIES:

a. Professional trends (1)

b. The effects of ethnicity on relations (1)

c. College degrees (1)(3)

d. Certification programs (1)(3)

e. Extension & non-degree programs (1)(3)

f. Leadership conferences (1)(2)

g. Classroom education (2)(3)

h. Directed readings (2)

i. Organizing & implementing student development programs (3)

j. Funding, budgeting & obtaining grants (3)

k. Accountability in student affairs (3)

l. Development of specific skills & competencies by individual participants (3)

m. Trends in higher education & major social issues (4)

n. Communicating:

(1) Exposure to new & varied approaches to resource utilization (3)

(2) Exchanging ideas & solutions to common problems (3)

(3) Opportunity to interact with & get to know associates (3)

(4) Opportunity to contribute one's own knowledge & experience (3)

(5) Publications & professional activities (4)

(6) Better articulate professional objectives &

philosophical direction to those members of the collegiate community with whom we come in contact (4)

(7) Opportunity to share philosophical expertise (4)

o. Consultation skills (6)(3)

p. Consultation teaching (academy style) (8)

q. Inter-office "mini internships" (8)

r. Reality-based materials (8)

s. Peer learning & counseling (8)

t. Future oriented research (8)

u. Continual bibliography development (8)(3)

v. Diagnostic techniques (1)

w. Insure student impact upon the institution (1)

x. Professional behavior & ethics (1)

y. The university & the law (10)

z. Community "Helping" Agencies (10)

aa. Government regulations (11)

bb. Student records & the 1974 Privacy Act (10)

cc. Legal rights of students in higher education (10)

dd. Ethics, religion & the university system (10)

ee. Foreign students & their expectations (10)

ff. Guest speaker - Phase II ACPA tomorrow's higher education project (10)

gg. Change-agentry workshop (10)

hh. Vocational group counseling (10)

ii. Student sampling strategies & techniques (10)

jj. Endowment funds for special project developments (10)

kk. Maintenance of professional

publications & monographs (3)

11. Attend annual professional conventions (10)

*mm. Opportunities for personal growth & introspection (3)

*nn. Theoretical explorations, understanding its application (3)

MANAGEMENT SKILLS:

a. Regular individual & staff meetings (5) (1)

b. Leadership examples by management team members (5)

c. Training meetings, workshops & internships (1) (2) (5)

d. Individual coaching & career counseling (5)

e. Special assignments (5)

f. Job rotation (5)

g. Visits to other institutions (5)

h. Systematic management techniques (3)

i. Precise description of job (4)

j. Precise statement & supporting documentation regarding their present function & its impact (4)

k. Suggestions for means of updating or changing roles or functions (4)

l. Analysis & evaluation (4) (10)

m. Opportunities for preparing & developing programs & services (4)

n. Establishing goals & objectives (4)

o. Long-range planning for educational mangement (6)

p. Long-range planning & management information systems (6)

q. Supervision & performance evaluation of employees (1)

r. Principles of budget planning & implementation (1)

s. Management strategies & techniques for program development (1)

t. Office referrals (1)

u. Conducting effective problem solving meetings (7)

v. Results oriented supervision (7)

w. Teaching strategies for supervision (7)

x. Managing for creativity (6)

y. Administrative & organizational systems (6)

z. Role orientation (8)

aa. Management by objective (8)

bb. Time and resource management (8)

*cc. Modular employee in-service training:

(1) Management (3)

(2) Clerical (3)

(3) Vocational (3)

(4) Basic Education (7)

(5) Package Programs (3)

(6) Guidelines for SD (3)

dd. Organizational behavior (1)

ee. Building a staff team (1)

ff. Affirmative action & equal opportunity (10)

gg. Organizational development (10)

hh. Office safety considerations (10)

ii. Equal pay laws (10)

jj. Principles of management (11)

kk. New employee orientation (7)

ll. Up-to-date personnel directory (1)

mm. Bi-monthly newsletter (1)

nn. Model handbooks for various specialty areas (3)

*oo. Purchasing procedures (7)

pp. Management programs:

(1) MDP (5)

(2) Middle management seminars (8)

(3) Management & planning institute for higher

higher education (6)

(4) National forum on planning & management techniques in higher education (6)

(5) NCHEMS at WICHE planning & management seminars (6)

(6) Institute on federal tax policy for foundations & current emphasis in both public & private grant programs (6)

(7) Institute on federally sponsored grants for educational institutions & non-profit organizations (6)

(8) Basic/advanced courses in grant negotiation & administration (6)

HUMAN RELATIONS:

a. Increased faculty relations (1)

b. Understanding educational process (1)

c. Assertiveness training (7)

d. Awareness training (7)

e. Communicating with your public (7)

f. Self-excellence (7)

g. Stress reduction or positive stress management (7)(10)

h. Transactional analysis (7)

i. Women's rights in the community & the university (10)

j. Women in the work world (7)

k. Human interaction & communications skills (10)

l. Effective listening (10)

*m. Time management (10)
n. Transcendental meditation (10)
o. Offensive-defensive communications (10)
p. Work life development (7)
q. Communicating at all levels (1)
r. Understanding non-verbal communications (10)
s. Interpersonal communications (1)

CLERICAL SKILLS:

a. Typing (1)
b. Dictaphone instruction (1)
c. Letter writing (1)
d. Secretarial filing (1)(7)
e. Telephone training (1)(7)
f. Procedures & standards (1)
g. Completing forms (1)
h. Accounting procedures (1)
i. Handling office machines (1)
j. Office visitations (1)
k. The professional secretarial role (12)
l. Using the computer (11)(7)
m. Handling the mail (11)(7)
n. Desk level equipment maintenance & care (1)

INSTITUTIONAL ACTIVITIES:

a. Training in admissions (1)
*b. Housing programs & their evaluation (3)
c. Student financial aid & records (1)
d. Student leader records (1)
e. Introducing new university appointees:
(1) Student president (1)
(2) Faculty senate leaders (1)
(3) Academic deans (1)
(4) Student affairs personnel (1)
f. A return to the academy (1)

g. Discipline today (1)
h. Institutional code (1)
i. Comparative anatomy (1)
j. Your university role (1)
k. The office of public relations (1)
l. University's budget system (10)
m. The freshman year at your institution (10)
n. Religion on our campus (10)
o. Sending messages & building images: Why & how (10)(6)
p. Administrative techniques & minority sensitivity (10)
q. Discipline & grievance procedures (11)
r. Institutional pension systems (11)
s. Profile of the college student (10)
t. Leadership styles (10)
u. What do you know about your residence hall programs (10)
v. University presidential address - keynote (10)
w. Description & goals of institutional minority organizations (10)
x. University customs & traditions (2)
y. Meet your students luncheon (10)
z. Meet your political representatives luncheon (10)
aa. Participating in intramural sports (7)
bb. Institutional research & planning (6)
cc. Higher education comprehensive planning management conferences (6)
*dd. Improving your institutional image (6)(10)
ee. The university-related foundations (6)

ff. Conferences on corporate & foundation support (6)

gg. Current institutional concerns (8)

GENERAL INTEREST TOPICS:

a. High school equivalency testing program (7)

b. Cardiopulmonary resuscitation (CPR) (7) (See Safety)

c. Emergency procedures (7) (See Safety)

d. First aid emergency care (7) (See Safety)

e. Loss prevention (7)

f. Questions on suicides (7)

g. Safe winter driving (7)

*h. Claims control: Workers' compensation (7)

*i. Disability & unemployment insurance procedures (7)

*j. Reading statistics for understanding (7)

k. Use of audio-visual equipment (7)

l. Sharpening writing skills (2)

m. Experimenting with foreign language (2)

*n. Personnel policies (2)

o. Dinner dancing (10)

p. A spring picnic (10)

q. After-the-game get together (10)

r. Swimming supper party (10)

s. Casino party (10)

t. Extramural/intramural sports information (7)

u. Bowling league (10)

v. Tennis tournament (10)

w. Volleyball tournament (10)

x. Basketball team (10)

y. Softball team (10)

z. Drug information seminars (9)

aa. Physical fitness (10)

bb. Alcoholism--a young people's disease (10)

cc. Computer facilities--can they help you? (11)

*dd. The evaluation process--

Why is it important? (11)

ee. The American family today - trends & troubles (11)

ff. In the midst of life: Death & grief (11)

gg. The working parent (11)

hh. Backpacking & camping (11)

ii. Student-related health topics (10)

jj. Life planning workshops (9)

*kk. Career education & counseling:
(1) Job or career related (7)(3)
(2) Non-job or non-career related (7)(3)
(3) Consulting, counseling & career planning (7)(3)

ll. Using the library

mm. Sponsoring group trips abroad (10)

nn. Coffee hour or brown bag activities (10)

*oo. Activity methods: (8)
(1) Workshops
(2) Seminars
(3) Informal meetings
(4) Conferences
(5) Retreats
(6) Internships
(7) Case studies
(8) Institutes
(9) Institutional visitations

(*) Denotes that item could have appeared under multiple classifications

Component Matrix

(From Selected PD Programs)

	PROFESSIONAL DEVELOPMENT ACTIVITIES:	NCSU	EMU	CSU
1.	Cookout to welcome new members (social)	X		
2.	Student Affairs old-fashioned picnic (social)	X		
3.	Career/life planning for the professional (sp. topic)	X		
4.	Job interviewing - techniques and rights (sp. topic)	X		
5.	Race relations (skill development)	X		
6.	College student characteristics (sp. topic)	X	X	
7.	Employee morale (sp. topic)	X		
8.	International students (sp. topic)	X	(X)	
9.	Impact of continuing education students (sp. topic)	X		
10.	Burrow's management workshops (skill development)	X	X	X
11.	The handicapped experience (skill development)	X		
12.	HEW and UNC system (sp. topic)	X		
13.	Student Affairs annual staff meeting	X	X	X
14.	Equal opportunity rights (class)	X*	X	
15.	Developing effective listening		X	

Component Matrix (cont'd)

	PROFESSIONAL DEVELOPMENT ACTIVITIES:	NCSU	EMU	CSU
16.	Legal rights of students	X*	X	
17.	Ethics		X	
18.	Basic human relations		X	X
19.	Resident hall staffing		X	
20.	Transcendental Meditation (TM)		X	
21.	Computer - DP	X*		X
22.	Personnel policies	X*		X
23.	Language			X
24.	Writing	X*		X
25.	Experimental learning			X
26.	Stress management			X
27.	Clerical			X
28.	University customs			X
29.	Time management	X*		X
30.	Statistics	X*		X

Note: Denotes offered but cancelled ( )

Denotes special group learning *

Reference Notes

1. Appleton, J. R., Ibid.
2. Jones, S. H., Ibid.
3. Miller, T. K., Ibid.
4. Stamatokos, L. C., Ibid.
5. Petty, G. F., Ibid.
6. A guide to professional development opportunities for college and university administrators, Ibid.
7. Thomas, G. S., Ibid.
8. Fisher, C. F., Ibid.
9. Meyerson, E., Ibid.
10. Beeler, K. D., Ibid.
11. Scott, R. A., Ibid.

APPENDIX A

DSA Professional Staff Development

Curriculum Planning Guide/Matrix

DSA PROFESSIONAL STAFF DEVELOPMENT - CURRICULUM PLANNING GUIDE/MATRIX

SPECIALIZATION

Professional Development Components

		1.	CAREER DEV	ADMISSIONS	REGISTRAR	ORIENT.	RECRUITING	DEAN	OTHER		
		2.	COUNSELING	DEAN/STUDENTS	FINANCIAL AID	HOUSING	ACTIVITIES	ADMIN.	SECURITY	MAINT.	C.EDU.
Consolidation	Management	J. COMPUTERS									
		CASE STUDIES									
		BUDGETING									
		M.B.O.									
		DECISION MAKING									
		ORGANIZATION									
		STAFFING									
		OPERATING PROCEDURES									
	Advanced	I.									
		PROFESSIONAL READING									
		GRANT WRITING/RESEARCH									
		COOP EXCHANGES/CONSULTING									
		PROGRAM DEVELOPMENT									
		PROF. COMPETENCY/SELF-STUDY									
	Intermediate	H.									
		PROF. INSTITUTES/PHIL.									
		PROF. CONFERENCES/SOC.									
		PROF. WORKSHOPS/SKILLS									
	Basic	G.									
		POLICY FORMATION									
		ETHICAL ISSUES/STD.									
		STUDENT LIFESTYLES/CHAR.									
		CULTURAL DIFFERENTS/GPS.									
		PROCEDURAL RELATIONSHIPS									

FOUNDATIONS

Organizational | Philosophical | Judicial

Personal | Understanding | Control

F. CAREER ADVISING									
MEMORY									
PERSONAL FINANCIAL MGT									
TIME MANAGEMENT									
ASSERTIVENESS									
SELF MOTIVATION									
E.									
WORKING THROUGH SYSTEM									
CONFLICT RESOLUTION									
COPING WITH STRESS									
PERSAUSION									
REFERRAL									
LEADERSHIP									
D.									
PUBLICITY									
PUBLIC ADDRESS									
TELEPHONE MANNERISMS									
COMPOSITION									
COMMUNICATIONS PROCESS									
C.									
SECTION 504									
EDUCATIONAL AMENDMENTS									
PRIVACY ACT									
CIVIL RIGHTS									
E.O. GUIDELINES									
B.									
STUDENT AFFAIRS									
SERVICES									
PURCHASING									
PROMOTION									
EVALUATION									
PERSONNEL									
A.									
SUPPORT									
INSTRUCTION									
STUDENT PERSONNEL									
UNIVERSITY									

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APPENDIX B

Publishers and Addresses

(Bibliography Supplement)

PUBLISHERS AND ADDRESSES

AACJC - American Association of Community and Junior Colleges, One DuPont Circle NW, Washington, DC 20036. (Subscription: $8 year)

AACRAO - American Association of Collegiate Registrars and Admissions Officers, Suite 330, One DuPont Circle NW, Washington, DC 20036. (Subscription: $14 year)

AAJC - American Association of Junior Colleges, Career Staffing Center, P.O. Box 298, Alexandria, VA 22314. (Subscription: $5 year)

ACE - American Council on Education, One DuPont Circle, Washington, DC 20036 (SAN 201-2170).

ACES - Association of Counselor Education and Supervision. (orders to: See APGA). (Subscription: $15 year)

ACPA - American College Personnel Association. (Orders to: See APGA). (Subscription: $15 year)

ADD - American Doctoral Dissertation, University Microfilms, International, Ann Arbor, MI 48106. (Subscription: $20 year)

AERA - American Educational Research Association, Subscription Department, 1230 Seventeenth Street NW, Washington, DC 20036. (Subscription: $14 year)

AIR - Association for Institutional Research. (Orders to: Agathon Press, Inc., 49 Sheridan Avenue, Albany, NY 12210). (Subscription: $30 year)

AMA - American Management Association, Subscription Service, Box 319 Trudeau Road, Saranac Lake, NY 12983. (Subscription: $28 year)

APA - American Psychological Association, Inc., 1200 Seventeenth Street NW, Washington, DC 20036 (SAN 202-4705). (Subscription: $10/14 year)

APGA - American Personnel and Guidance Association, Two Skyline Place, Suite 400, 5203 Leesburg Pike, Falls Church, VA 22041 (SAN 202-4675). (Subscription: $5/32 year)

ASCA - American School Counselor's Association. (Orders to: See APGA). (Subscription: $15 year)

ASHA - American School Health Association, 1521 South Water Street, P.O. Box 708, Kent, OH 44240. (Subscription: $35 year)

ASTD - American Society of Training and Development, Suite 305, 600 Maryland Avenue SW, Washington, DC 20024. (Subscription: $30 year)

ATP - American Technical Publications (formerly American Technical Society of New York), 12235 South Laramie Avenue, Alsip, IL 60658 (SAN 206-8141).

Academy for Educational Development, Inc., Management Division, 1414 22nd Street NW, Washington, DC 20037 (SAN 215-0379).

Appleton-Century-Crofts, Educational Division, Meredith Corporation (Orders to: Prentice-Hall, Order Department, Englewood Cliffs, NJ 07632) (SAN 209-1496).

Association Press (Orders to: See Follett Educational Corporation)

Athletic Institute (formerly of Chicago, IL), 200 Castlewood Drive, North Palm Beach, FL 33408 (SAN 203-5065).

Basic Books Publishing Inc., 10 East 53rd Street, New York, NY 10022 (SAN 201-4521).

Buro's Institute of Mental Measurements (Orders to: The Gryphon Press, 200 Montgomery Street, Highland Park, NJ 08904).

Business Horizon (Publications), Indiana University, Graduate School of Business, Bloomington, IN 47401. (Subscription: $15 year)

CCR - Community College Review, c/o W. L. Grogg, 310 Poe Hall, NCSU, Raleigh, NC 27650. (Subscription: $20 year).

CPC - College Placement Council, Inc., P.O. Box 2263, 62 Highland Avenue, Bethlehem, PA 18017 (SAN 201-7822).

CPGA - California Personnel and Guidance Association, 654 East Commonwealth Avenue, Fullerton, CA 92631.

CSU - California State University at Davis, Division of Student Affairs, Davis, CA 95616.

CU - Cornell University, Office of Personnel Services, Ithaca, NY 14850.

Center for Applied Research in Education, Inc. (Orders to: P.O. Box 130, West Nyack, NY 10994) (SAN 206-6432).

Chronicle of Higher Education, Inc., 1333 New Hampshire Avenue NW, Washington, DC 20036. (Subscription: $25 year).

College Student Personnel Institute, 165 East 10 Street, Claremont, CA 91711.

Commission XII Professional Education of Student Personnel Workers in Higher Education ACPA/APGA, c/o Chairman, College Student Personnel Development Program, Room 318 Education, BGSU, Bowling Green, OH 43403.

DBM - Dun's Business Month (formerly Dun's Review), Technical Publishing Company, 666 Fifth Avenue, New York, NY 10103. (Subscription: $24 year).

EDITS Publishers, P.O. Box 7234, San Diego, CA 92107 (SAN 208-4600).

EMU - Eastern Michigan University of Ypsilanti, Division of Student Affairs, Ypsilanti, MI 48197.

ERIC Document Reproduction Service, P.O. Box 190, Arlington, VA 22210.

Education, Box 566, Chula Vista, CA 92010. (Subscription: $11 year).

FAF - Financial Analysts Federation, General Office, 1633 Broadway, New York, NY 10019. (Subscription: $39 year).

Follett Educational Corporation, 1010 West Washington Blvd., Chicago, IL 60607.

Foundation Center, Columbia University Press, 888 Seventh Avenue, New York, NY 10106.

HRM - Human Resources Management (Publication), University of Michigan, Graduate School of Business, Ann Arbor, MI

48109. (Subscription: $30 year)

Harper and Row Publishers (Orders to: Keystone Industrial Park, Scranton, PA 18512) (SAN 215-3742).

Holt, Rinehart and Winston, Inc., 383 Madison Avenue, New York, NY 10017 (SAN 200-2108).

IIA - Institute of Internal Auditors, Inc., 249 Maitland Avenue, Altomnte Springs, FL 32701. (Subscription: $16 year).

International Textbooks Company, Scranton, PA 18515.

JBP - Jossey-Bass Publishers, Inc., 433 California Street, San Francisco, CA 94104 (SAN 201-033X). (Subscription: New Directions Series $18 year).

Lea and Febiger Publishers, 600 South Washington Square, Philadelphia, PA 19106 (SAN 201-0747).

Learning Concepts, Inc., c/o Davis and McCallon, Austin, TX 76010.

Little, Brown and Company, Inc. (Orders to: 200 West Street, Waltham, MA 02154) (SAN 200-2205).

Longman, Inc., 19 West 44th Street, Suite 1012, New York, NY 10036 (SAN 202-6856).

MacMillan Publishing Company, Inc. (Orders to: Front and Brown Streets, Riverside, NJ 08370) (SAN 202-5582).

McGraw-Hill Book Company, 1221 Avenue of the Americas, New York, NY 10020 (SAN 200-2248).

Merrill Publishing Company, 1300 Alum Creek Drive, Columbus, OH 43216 (SAN 200-2116).

Morrow and Company, Inc. (Orders to: Wilmor Warehouse, 6 Henderson Drive, West Caldwell, NJ 07006) (SAN 202-5779).

NACUBO - National Association of College and University Business Officers, One DuPont Circle NW, Washington, DC 20036. (Subscription: $12 year).

NAITTE - National Association of Industrial and Technical Teacher Education (Orders to: c/o Dr. Edward Kahler, Department of Trade and Industrial Education, UG, Athens, GA 30601). (Subscription: upon request)

NASFAA - National Association of Student Financial Aid Administrators, 910 Seventeenth Street NW, Suite 217, Washington, DC 20006. (Subscription: $50 year)

NASPA - National Association of Student Personnel Administrators, Inc., Central Office, Room 160 Rightmire Hall, 1060 Carmack Road, Columbus, OH 43210. (Subscription: $9 year)

NAWDC - National Association of Women Deans and Counselors, 1201 Sixteenth Street NW, Washington, DC 20036.

NCSU - North Carolina State University at Raleigh, Division of Student Affairs, Raleigh, NC 27607.

NECA - National Employment Counselor Association (Orders to: See APGA). (Subscripton: $10 year).

NECAA - National Entertainment and Campus Activities Association/USC, Box 11489, Columbia, SC 29208.

NVGA - National Vocational Guidance Association (Orders to:

See APGA). (Subscription: $13 year).

Oryx Press, 2214 North Central Avenue at Encante, Phoenix, AZ 85004 (SAN 220-0201). (Subscription: $115 year).

PDK - Phi Delta Kappan, Inc., 8th and Union, P.O. Box 789, Bloomington, IN 47402 (SAN 202-1404).

Planning and Change (Publication), Illinois State University, Department of Educational Administration, Normal, IL 61761.

Prakken Publications, Inc., 416 Longhorn Drive, P.O. Box 8623, Ann Arbor, MI 48107. (Subscription: $12 year).

Prentice-Hall, Inc. (Orders to: Box 500, Englewood Cliffs, NJ 07632) (SAN 215-3939).

Psychologist and Educational Press, Inc. (formerly of New York), Suite 212, 211 West State Street, Jacksonville, IL 62650.

RIE - Resources in Education, P.O. Box 190, Arlington, VA 22210.

SACSA - Southern Association for College Student Affairs (formerly SCPA - Southern College Personnel Association), The Bedsole Building, 500 North East Boulevard, P.O. Box 17059 East Station, Montgomery, AL 36117. (Subscription: $10 year).

Saunders Company, Subsidiary of Columbia Broadcasting Systems, West Washington Square, Philadelphia, PA 19105 (SAN 203-266X).

Sociological Abstracts, Inc., P.O. Box 22206, San Diego, CA

92122. (Subscription: $175 year).

Thomas Publishers, 2600 South First Street, Springfield, IL 62717 (SAN 201-9485).

UCEA - University Council for Educational Administration, 29 West Woodruff Avenue, Columbus, OH 43210. (Subscription: $25 year).

UNL - University of Nebraska at Lincoln, Division of Student Affairs, Lincoln, NE 68508.

USGPO - United States Government Printing Office, c/o Superintendent, Washington, DC 20402.

USM - University of Southern Mississippi, Office of Special Academic Services, ATTN: Coordinator of Staff Development, Southern Station, Box 50 6, Hattiesburg, MS 39406.

Wiley and Sons, Inc., 605 Third Avenue, New York, NY 10158 (SAN 200-2272).

Xerox University Microfilms, 300 North Zeeb Road, Ann Arbor, MI 48106.

Young and Associates, c/o D. F. Young, Exton, PA 19341.